

**THE CITY OF HUNTSVILLE, ALABAMA
GRIEVANCE PROCEDURE UNDER
THE AMERICANS WITH DISABILITIES ACT**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used to file a complaint alleging discrimination on the basis of disability in employment practices or in the provision of services, activities, programs or benefits by the City of Huntsville. For regular, full-time City employees, the City's Personnel Policies and Procedures govern employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, telephone number of the complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

A Title I ADA related complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than thirty (30) calendar days after the alleged violation to:

Byron K. Thomas
Director of Human Resources and ADA Coordinator
City Administration Building
308 Fountain Circle
Huntsville, AL 35801
Telephone (256) 427-5240/Fax (256) 427-5245
ADA.CoordTitleI@hsvcity.com

A Title II ADA related complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than sixty (60) calendar days after the alleged violation to:

Melissa S. Stokes
Compliance Coordinator and ADA Coordinator
City Administration Building
308 Fountain Circle
Huntsville, AL 35801
Telephone (256) 427-7182/Fax (256) 427-7039
ADA.CoordTitleII@hsvcity.com

Within fifteen (15) calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Huntsville and offer options for substantive resolution of the complaint.

If the response by ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of ADA Coordinator to the Huntsville City Council in writing within fifteen (15) calendar days after receipt of the response by filing a request for a review and hearing with the President of the City Council with a copy of the appeal request being submitted also to the ADA Coordinator.

The President of the City Council shall schedule a hearing before the City Council within-in forty-five (45) calendar days of the date of receipt of the appeal to discuss the complaint and possible resolutions. Within thirty (30) calendar days after the hearing, the City Council shall render a decision in a format accessible to the complainant.